



City of Tualatin

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INSTRUCTIONS AND REQUIREMENTS FOR LANDMARK DESIGNATION OR REMOVAL OF LANDMARK DESIGNATION

Section 68.020 of the Tualatin Development Code regulates landmark designation or removal of landmark designation. The Community Development Director has the responsibility to review the application for compliance with the Tualatin Development Code (TDC) and forward a recommendation to the City Council. The City Council makes the final decision on landmark designation or removal of a landmark designation.

An individual wishing to obtain a landmark designation or remove an existing landmark designation shall submit an application to the Community Development Department – Planning Division accompanied by information listed below. If any information is missing or incomplete, the Community Development Director will not accept the application until all necessary information is provided. Once a complete application is submitted, the Community Development Director will schedule a review before the Tualatin Planning Commission (TPC) and a hearing before the City Council at the next available City Council meeting. The hearing is usually six to eight weeks after submittal.

The Community Development Director will review and application and prepare a staff report to be presented to TPC and the City Council. The report shall include findings of fact and conclusions for the particular aspects of the decision, based on applicable criteria.

Before submitting a Landmark Designation or Removal of Landmark Designation application, please call the Planning Division at 503-691-3026 to schedule a pre-application conference. The purpose of the conference is to answer questions about the process, provide the applicant with information about City requirements affecting the request, and answer other questions from the applicant.

The following information shall accompany a landmark designation or removal of landmark designation application:

1. The applicant's name and address.
2. The property owner's name(s) and address(s), if different from the applicant's, and a statement of authorization to act on behalf of the owner signed by the owner. City initiated applications do not require a property owner signature.
3. The street address or other easily understood geographical reference to the property.
4. A drawing or site map illustrating the location of the structure on the property.
5. A statement explaining compliance or non-compliance with the applicable approval criteria contained in Sections 31.082 and 68.030.

6. A list of owners of property (fee title) within 300 feet of the subject property together with their current mailing addresses.
7. One (1) copy of the Washington and/or Clackamas County Assessor's Map(s) showing the subject property and properties within 300 feet of the subject property.
8. Mailing labels: Include mailing labels with the correct names and address of all owners of property within 300 feet of the subject property. The Tax Lot number and Assessors Map number must be included as the first line of the address followed by the name and address, as shown on the attached label template / example sheet.
9. Any other information deemed necessary by the Community Development Director.
10. A completed Plan Text Amendment application packet.
11. The burden of proof in all cases is upon the applicant seeking approval. Failure to provide a complete application is sufficient reason to deny the application.
12. A written response to the following criteria which includes facts and a written analysis shall be submitted with the application:
 - (a) Approval criteria of Section 31.082.
 - (b) The site or structure shall have a primary or secondary ranking. A structure less than 50 years of age may be designated a landmark upon application by the owner; and
 - (c) The site or structure what shall meet one or more of the following:
 - (i) The resource is listed on the National Register of Historic Places;
 - (ii) The site or structure is associated with the life of a person significant in local, state or national history;
 - (iii) The site or structure is associated with events that have significantly affected past social or economic activities in the community, state or nation;
 - (iv) The structure is in its original setting and remains substantially as originally constructed;
 - (v) The structure embodies the distinctive characteristic of a type, period or method of construction that was used in the past;
 - (vi) The structure's original workmanship and material remain to show the construction technique and stylistic character of given a period;
 - (vii) The structure represents the work of a master, i.e. is a noteworthy example of the work of a craftsman, builder, architect or engineer significant in local, state or national history;
 - (viii) The structure possesses high artistic values in its workmanship and materials;
 - (ix) The immediate setting of the site retains the planting scheme, plant materials or land uses of the relevant historic period or the landscaping is consistent with that period;
 - (x) The site or structure yields or may be likely to yield information important in history or prehistory; or

(xi) The site or structure is significant as a visual landmark.

The above items are the minimum requirements for a Landmark Designation or Removal of a landmark Designation application. All application forms and written material should be typewritten or printed in ink.

If you have any questions or wish to schedule a pre-application conference, please contact the Community Development Department - Planning Division at 503-691-3026.



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APPLICATION FOR LANDMARK DESIGNATION OR REMOVAL

Action Requested:					
Designation:			Removal of Designation:		
Street Address of Property:					
City:		State:		ZIP Code:	
County:		Map #:		Tax Lot #:	
Phone:		Fax:		Email:	
Applicant:					
Name:			Company Name:		
Address:					
City:		State:		ZIP Code:	
Phone:		Fax:		Email:	
Signature:				Date:	
Applicant is: (check one)	Owner:	Contract Purchaser:	Developer:	Agent:	
Property Owner					
Name:					
Address:					
City:		State:		ZIP Code:	
Phone:		Fax:		Email:	
Property Owner's Signature:				Date:	
(Note: Letter of authorization is required if not signed by owner)					

AS THE PERSON RESPONSIBLE FOR THIS APPLICATION, I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND STATE THAT THE INFORMATION HEREIN IS CORRECT. I AGREE TO COMPLY WITH ALL APPLICABLE CITY AND COUNTY ORDINANCES AND STATE LAWS REGULATING BUILDING CONSTRUCTION AND LAND USE.

Applicant's Signature:

Date:

Office Use

Case No:

Date Received:

Received by:

Fee:

Receipt No:

Vicinity Map:

Landscape Plan (if applicable):

	LABEL TEMPLATE / EXAMPLE	
	2S123BC02000 PROPERTY OWNER'S NAME ADDRESS CITY STATE ZIP	

**HISTORIC LANDMARK
(DESIGNATION OR REMOVAL OF DESIGNATION)
CERTIFICATION OF SIGN POSTING**



The applicant shall provide and post a sign pursuant to Tualatin Development Code (TDC) 31.064(2). Additionally, the 18" x 24" sign must contain the application number, and the block around the word "NOTICE" must remain **medium purple** composed of the **RGB color values Red 112, Green 48, and Blue 160**. Additionally, the potential applicant must provide a flier (or flyer) box on or near the sign and fill the box with brochures reiterating the meeting info and summarizing info about the potential project, including mention of anticipated land use application(s). Staff has a Microsoft PowerPoint 2007 template of this sign design available through the Planning Division homepage at <http://www.ci.tualatin.or.us/departments/communitydevelopment/planning>.

As the applicant for the _____ project, I hereby certify that on this day, _____ sign(s) was/were posted on the subject property in accordance with the requirements of the Tualatin Development Code and the Community Development Department - Planning Division.

Applicant's Name: _____
(PLEASE PRINT)

Applicant's Signature: _____

Date: _____